



CLASS AUDIT REQUEST | High School Summer Classes Only

- Students may audit a class when the grade or credits are not needed for graduation, or if the class is for preparation or transition.
- Auditing is also an option if a student is unable to satisfy the attendance policy due to planned absences that would normally result in the student being dropped from a class with a failing grade.
- Auditing results in no grade or credits for the class.
- The last day to elect to audit is 2 days after your first progress report.
- Submit this form at the time of registration, or return form to: **SPEF 1020 El Centro St #3, South Pasadena, CA 91030**

STUDENT LAST NAME	STUDENT FIRST NAME	DATE OF BIRTH
CURRENT SCHOOL		GRADE IN FALL 2019

CLASS NAME(S):
REASON FOR REQUEST:
DATE OF ABSENCE(S) IF THIS IS THE REASON FOR THE AUDIT:

- I understand that when auditing a class, I/my student will not receive a grade.
- I understand that I/my student is expected to follow the attendance policy, other than for dates of absence nominated above.
- I understand that auditing is not an opportunity to take extra days off from summer school.
- If my student's situation changes and we wish to receive a grade, my student must have satisfied the attendance policy.
- I understand it is not the teacher's responsibility to provide additional instruction for missed days.
- I understand my student is to demonstrate a consistent effort, complete all assignments and tests, as well as catch up on any missed instruction.

_____ **Student name - print clearly** _____ **Student signature**

_____ **Parent name - print clearly** _____ **Parent signature**

SPEF OFFICE ONLY		
SUMMER SCHOOL TEACHER:	SUMMER SCHOOL TEACHER:	SUMMER HIGH SCHOOL ADMINISTRATOR:
_____	_____	_____
DATE NOTIFIED:	DATE NOTIFIED:	DATE NOTIFIED: